



## PRE-DEVELOPMENT CHECKLIST

Yes	No	<b>Which came first – the idea or the grant?</b> Is the idea within the scope of your mission? Or are you “chasing the money”?
Yes	No	Is this a duplication of service? Funders dislike duplication, so if you say yes and proceed with your idea you must have a delivery that is far superior to current services or reaches a new population in need.
Yes	No	Is the timetable realistic?
Yes	No	Does our organization have the capacity to handle the program/project idea? Is there enough staff, staff time and skill? Enough space? Is the scope appropriate to our school?
Yes	No	Is there staff, stakeholder, and administrative buy-in?
Yes	No	Have you checked out other successful programs or projects to see if there are repeatable design attributes you can use? Did you ask them what has worked and not worked so you can learn from their lessons? Are there components that you want to adapt or completely replicate?
Yes	No	Do you want to design a project/program that will be a model?
Yes	No	How will you share your successful design or lessons learned with others?
Yes	No	What would the long and short term benefits be for the community and/or you're your school?
Yes	No	Do you have a track record in providing this kind of program or project? If not, could you partner with another group that has a track record?
Yes	No	Does your idea really address a <u>real</u> community/school need, or are you just trying to generate operating funds?
Yes	No	Do you have any history with the funder? Is it a good one?

If you answer NO to any of the questions, your team should further evaluate if you should go forward with this grant application, consider a plan to remedy the challenges.

# Grant Writing Pointers & Boilerplate

## Twelve characteristics of a successful grant application

(From SAMHSA: <http://www.samhsa.gov/grants/grants.html>)

1. Match ideas to the funding source and thoroughly understand what the program wants.
2. Use the program office for technical assistance and advice.
3. Begin the necessary groundwork before the notice of funding availability is published.
4. Establish a timetable and organize the necessary personnel as soon as funding availability is announced.
5. Follow the instructions and format.
6. Lay out a master plan.
7. Be reasonable and realistic.
8. Provide information on all the review criteria.
9. Explain omissions, rather than hope no one will notice.
10. Make a reasonable funding request and match the budget to the scope of work.
11. Address items regarding participant protection/human subjects.
12. Keep the application simple, reasonable, businesslike, and professional.

### General tips

- Be sure to mention any in-kind services and resources your organization is already receiving, including existing donations, business partnerships, and volunteers. Estimate the monetary value of these donations and services, and include it in your budget.
- Whether you use the postal service or another delivery service, always make sure a signature is required upon delivery of your proposal package. You can track it if it gets lost or misplaced.
- Make sure that all parts of your proposal are consistent with one another in their content and style (margins, fonts, etc.). If multiple writers will be involved, designate one member as editor to ensure consistency.
- Keep multiple fully developed projects available for proposal writing at a moment's notice.
- Each proposal should be unique and personalized -- don't create one generic proposal and mail it to multiple funders.
- Keep your audience in mind as you write your proposal. Keep prose simple and concise, avoiding jargon, so that any reader will be able to understand what you've written.
- Stick closely to guidelines about word count, page count, and margin size.
- Most funders are willing to help you. Feel free to call and ask questions -- as long as you've already checked to see if the answer is in their literature or on their Web site.
- Focus on the problem your organization is trying to solve. On what will the funder's money be spent, and how will that help solve the problem?
- Give the funder evidence that your proposal has a reasonable chance of working.
- Funders may want to visit your site -- take advantage of this opportunity to make a personal connection.

**See Sample RFP's**

## Grant Boilerplate

### Supplementary documentation

While each funding organization has its own requirements, most typically solicit the following documentation in addition to the actual application. Having this documentation prepared and ready will expedite your grant-writing process. Be sure to check the funder's requirements for specific documentation needs.

### Program details

A description of the services you plan to deliver

- The setting(s) in which programs and services will be delivered
- The target population(s), with provisions for handicapped and non-English-speaking participants
- Statistics, data, and stories specific to your situation, including a detailed needs assessment providing objective, data-based evidence of the prevalence and extent of the service need among your target population

### Implementation/Evaluation

Your proposal package should include a complete strategic plan, detailing:

- how services will be delivered on a continuous basis
- how your plan will be implemented in accordance with RFP (request for proposal) standards, including a description of subcontracts or other agreements where appropriate
- your quality assurance review policies and practices
- how outcomes will be measured, and the steps to be taken if the activity does not result in the anticipated outcomes
- percentage/scoring criteria.

### Staff/Experience

- The names of the executive director and board of directors, and advisory committee
- Years of experience in program management and in-service delivery to the target population
- A chart of staff positions (project managers, consultants, contract staff, ancillary service providers, volunteers and full- and part-time staff)
- A description of primary staff qualifications
- Letters of recommendation that demonstrate interagency collaboration, and community support

### Financial

- A formal program budget
- A current audited financial statement for your organization
- Proof of tax-exempt status

## 1. Tellabs Foundation

Tellabs delivers technology that transforms the way the world communicates™. Tellabs experts design, develop, deploy and support wireless and wired network solutions. Our comprehensive broadband portfolio enables carriers in more than 100 countries to succeed in the new competitive environment. Tellabs is part of the NASDAQ-100 Index. [www.tellabs.com](http://www.tellabs.com).

The mission of the Tellabs Foundation is to advance specific, strategic endeavors in communities where Tellabs employees live and work. We aim to build the capacity of nonprofit organizations by supporting sustainable initiatives, primarily in education, health and the environment.

### Grant Program

The Foundation focuses its grant-making on direct grants to eligible organizations, generally in the amount of \$10,000 and above. The primary focus of the Foundation is to support programs in communities where Tellabs employees live and work. Generally, grants will be considered for specific programs, rather than for general operating funds. The three priority funding areas include:

#### Education

The Tellabs Foundation supports education with a particular focus on local and national programs and curricula for engineering, science, mathematics and technology.

#### Health and Wellness

The Tellabs Foundation supports projects involving health- and wellness-related research, education and treatment in the United States. The primary focus is on projects involving hospitals and health care facilities.

#### Environment

The Tellabs Foundation supports programs to encourage understanding and the protection of the environment. Grants will be considered primarily for institutions which effectively allocate funds to local land protection and improvement programs. Grants will also be considered for organizations which protect the environment, particularly in the areas of public health, clean air, clean water, recycling and waste reduction.

### Funding Restrictions

The Foundation generally will NOT consider requests from:

- Organizations which do not have a 501(c)(3) public charity status from the IRS
- Political organizations or parties, candidates for political office, and organizations whose primary purpose is to influence legislation
- Labor unions or organizations
- Local athletic or sports programs
- Service organizations raising money for community purposes
- Individuals
- Travel funds for tours, expeditions, or trips by individuals or groups
- Dues or gifts to national or local alumni groups, clubs or fraternities
- Institutional memberships or subscription fees for publications
- Gifts to individual churches, synagogues or other entities organized exclusively for religious purposes
- Donations for benefit events, raffle tickets or fundraising efforts that involve value returned to the donor
- Organizations not operating for the benefit of the general public or that have discriminatory practices
- Any grantee who receives funds of \$50,000 or more shall not be entitled to submit another grant proposal for three years from the date of grant

### How To Apply

#### Letter of Inquiry

## Charter Start Workshop: Grant Writing

## Sample RFP's

Unless invited by the Foundation Board to submit a full grant proposal, all applicants or programs must first submit a letter of inquiry. There is no set format, but it should be 1-2 pages in length and include the following:

- Brief project description and how it advances the Foundation's interests
- Amount requested from the Foundation, purpose, and an estimated total project cost
- Contact person, phone, address and email
- 501(c)(3) IRS determination letter should be the only attachment

### Grant Proposal

Applicants must be invited by the Foundation Board to send a full proposal. Please include:

#### Cover Letter (one page)

- Brief description of organization and proposed program
- Requested amount
- Applying organization's legal name as it appears on its IRS exemption letter
- Contact name, address, phone and email

#### Narrative (no more than three pages)

- History and mission of the organization
- Population(s) served by the organization and the proposed program
- Description of proposed program and its goals and objectives
- Collaborative opportunities with other community-based organizations
- Achievements and activities of the organization in the past year
- Evaluation plan for proposed program, including timeframe for completion

#### Proposal Attachments

- Program budget detail (show other sources of funding and the amount requested from the Foundation)
- Overall organization budget detail
- Most recent audited financial statement
- Current list of board members
- Copy of the organization's IRS exemption letter
- Any other relevant supporting materials

Mail one copy of the grant proposal and attachments to:

Tellabs Foundation  
1415 W. Diehl Road, Mail Stop 10  
Naperville, IL 60563

Proposals will not be accepted via fax or email.

**When To Apply** The Tellabs Foundation Board meets quarterly, usually in January, April, July and October. The deadline for letters of inquiry and invited proposals is four weeks before the scheduled meeting. Requests received after the deadline will be considered at the next meeting. It is recommended that letters of inquiry be submitted at least four months before funding is needed.

Contact the Foundation Executive Director Meredith Hilt at 630.798.2506 or Email: [meredith.hilt@tellabs.com](mailto:meredith.hilt@tellabs.com) for specific deadline dates.

**2. National Endowment for the Arts  
Learning in the Arts for Children and Youth****June 9, 2008, Application Deadline**

To advance arts education for children and youth in school-based or community-based settings. This category supports in-depth, curriculum-based arts education experiences that occur over an extended period. Projects must provide participatory learning and engage students with skilled artists, teachers, and excellent art. All projects must include the following components: 1) the opportunity for students and their teachers to experience exemplary works of art, in live form wherever possible; 2) study of the art experienced including the acquisition of skills for practicing the art form where appropriate; 3) the performance/making of art within the discipline(s) studied; and 4) assessment of student learning

**School-Based**

School-based projects are for children and youth between kindergarten and grade 12, are directly connected to the school curriculum and instructional program, and ensure the application of national or state arts education standards. Such activities may take place in or outside of the school building at any time of the day. This includes after-school and summer enrichment programs that are formally connected to school curricula. Projects also may address professional development for teachers, teaching artists, and school administrators.

NOTE: The Arts Endowment does not make awards directly to individual elementary or secondary schools -- charter, private, or public. Schools may participate as partners in projects for which another eligible organization applies. Local education agencies (school districts) and state and regional education agencies are eligible. If a single school also is the local education agency, as is the case with some charter schools, the school may apply with documentation that supports its status as the local education agency according to national or state arts education standards.

### 3. National Endowment for the Humanities

Soul of a People: Voices from the Writers' Project- Library Outreach Programs

Deadline: July 11, 2008

Date posted: March 20, 2008

Catalog of Federal Domestic Assistance

(CFDA) Number: 45.164

#### Questions?

Contact the staff of NEH's Division of Public Programs at 202-606-8269 and [publicpgms@neh.gov](mailto:publicpgms@neh.gov). Hearing-impaired applicants can contact NEH via TDD at 1-866-372-2930.

#### Program Description:

The Small Grants to Libraries program brings humanities public programming to libraries across the country. "Soul of a People: Voices from the Writers' Project" is a collaboration between the National Endowment for the Humanities, the American Library Association (ALA), and Spark Media, a Washington, D.C.-based production and outreach company. The library programs associated with "Soul of a People" are funded by a major grant from the National Endowment for the Humanities (NEH) to the American Library Association. The library programs are designed to enhance and strengthen the national impact of the Spark Media documentary, *Soul of a People: Voices from the Writers' Project*. This film centers on the evolution of the WPA Writers' Project—from its obscure bureaucratic origins to its creation of an epic series of travel guides and other works that amounted to a first-ever national biography.

"Soul of a People" grants of \$2,500 will be awarded to 30 selected libraries to present five programs focused on the Federal Writers' Project (FWP). Libraries will be asked to enlist a lead project scholar with expertise in American history, American literature, the WPA, or the WPA era to help present and plan programs. Libraries and their local project scholars will be required to collaborate with at least one of the following in planning their programs: a state humanities council, a college or university, a museum, a state library with FWP archives, or a state or regional folklife center. An expenses-paid planning workshop will be held in early 2009 for the library project coordinator and the scholar from each selected library.

Libraries selected for this project will agree to present the following five programs:

- 1) A community-wide "Soul of a People" celebration of at least one day focusing on the Writer's Project, its authors, and its varied output. Libraries will be encouraged to create a 1930s atmosphere with music, displays of books and photographs, food, antiques, related programs for children, and other activities, such as interviews with older community members.
- 2) A program focusing on a Federal Writers' Project work about the library's region. This can be a state, city, or county guide; a highway guide; or another Writers' Project guide about the area (suggestions will be available from the ALA Public Programs Office).
- 3) A scholar-led discussion program in which participants examine at least four oral histories from the Writers' Project "American Life Histories" and "Slave Narratives" at the Library of Congress Web sites (<http://lcweb2.loc.gov/wpaintro/wpahome.html>) and (<http://memory.loc.gov/ammem/snhtml/snhome.html>).
- 4) A program about a prominent author who contributed to the Writers' Project and later became an important figure in American literary history. ALA discussion guides are available for books by Zora Neale Hurston, Richard Wright, Saul Bellow, D'Arcy McNickle, and Dorothy West, but libraries may also choose other prominent Writer's Project authors for programs.
- 5) A screening of excerpts from the documentary *Soul of a People*, followed by a discussion led by the project scholar about the Writers' Project, its impact, and its legacy.

#### Requirements for Libraries

All libraries receiving a grant are required to:

## Charter Start Workshop: Grant Writing

## Sample RFP's

1. Sign an agreement with the American Library Association concerning programming and other project requirements.
2. Recruit a qualified lead scholar for local programming.
3. Collaborate with at least one of the following in planning their programs: a state humanities council, a college or university, a museum, a state library with FWP archives, or a state or regional folklife center.
4. Charge no fees for the five required programs.
5. Provide required reports, including a final report, to the American Library Association by the specified deadline (sites that fail to provide a final report in a timely manner may forfeit opportunities to participate in future ALA-managed projects).
6. Appoint one staff member as the local coordinator of the project (the coordinator and the lead project scholar should attend the project planning workshop to be held in early 2009).

Academic and special libraries applying for the project are asked to contact the local public library to discuss possible collaborations.

### Benefits for Libraries

Libraries selected for the project will receive:

1. A \$2,500 grant from the National Endowment for the Humanities for project-related programming expenses (e.g., scholar honorarium, publicity, and other support materials).
2. Site support notebook containing discussion questions to guide local scholars in presenting humanities programming; suggestions for organizing programs and recruiting local partners; lists of books, films, and recordings; an annotated list of Web sites containing materials from the Federal Writers' Project and materials related to it; a press kit with photos and sample press releases and Public Service Announcements; reporting forms; and other materials.
3. Brochure about the Federal Writers' Project for libraries to distribute to public audiences (1,000 copies to each library).
4. Project publicity poster (100 copies to each library).
5. Book discussion guides for *Their Eyes Were Watching God* by Zora Neale Hurston (Florida Writers' Project), *Native Son* by Richard Wright (Chicago and New York Writers' Projects), *The Adventures of Augie March* by Saul Bellow (Chicago Writers' Project), *The Living Is Easy* by Dorothy West (New York Writers' Project), and *The Surrounded* by D'Arcy McNickle (Montana Writers' Project).
6. Bibliography of state, city, regional, county, and federal highway guides created by the Federal Writers' Project.
7. One copy of the *Soul of a People* documentary DVD.
8. Curriculum materials and suggested activities for teachers.
9. Technical and programming support from the ALA Public Programs Office throughout the project, including participation in an online discussion list for project sites.
10. Travel and accommodation expenses for one project director and one project scholar from each selected library to attend a planning workshop in Washington, D.C., in early 2009 (these expenses are supported by the NEH grant to the ALA; the NEH \$2,500 grants to libraries may be used entirely for programming).

## III. Award Information

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Successful applicants will be awarded a grant in outright funds. Awards of \$2,500 are normally made for a period of 24 months

### Cost Sharing

Cost sharing is not required.

(Learn more about different [types of grant funding](#).)

## IV. Eligibility

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**Applications are invited from public, academic, and special libraries with IRS 501(c)(3) tax exempt status.**

Individuals are not eligible to apply. NEH generally does not award grants to other federal entities or to applicants whose projects are so closely intertwined with a federal entity that the project takes on characteristics of the federal entity's own authorized activities. This does not preclude applicants from using grant funds from, or sites and materials controlled by, other federal entities in their projects.

Ineligible applications will not be reviewed.

1. Please describe your library's partner or partners and their projected roles in the project (support letter required from major partner).
2. Libraries are required to enlist a lead project scholar with expertise in American history, American literature, the WPA and the WPA era, or the WPA Writers' Project to help present and plan programs, ensure that program content conveys intended humanities themes, and work with local media and other partners in planning. Please describe your project scholar's relevant experience related to this historical period and his or her experience with presenting programs to the public. Please provide a two-page resume and a letter of support from your scholar as an attachment to this application.
3. Describe the audience you will target and how you will publicize the five required programs to that audience. If your institution is an academic or special library, describe how you will ensure that the public beyond your own user community will attend programs (saying only that the public will be invited to all programs is not sufficient for academic and special libraries). Academic and special libraries should provide in their applications a letter from a local public library offering program and promotional support.
4. Can your library provide a computer station during program times through which program participants can access online materials related to the Writers' Project, including the Library of Congress WPA oral history digital archives? (A computer station is desirable, but not required.)
5. What is the scope of your adult cultural programming within the past year, including type and frequency (e.g., book discussion weekly, annual fall lecture series on local history).

# Pitfalls Check Sheet

	YES	NO	Reasons that Proposals Fell into the Pit!
1			Did not read guidelines and applied for a grant that didn't fit.
2			Procrastination led to sloppy work or late submission.
3			Not signed by the Ex Director in blue ink.
4			Did not follow directions (70% of submitted proposals do not follow the directions).
5			Did not adhere to the correct number of pages.
6			Poor editing, spelling and grammar errors.
7			Did not use correct name or spelling in salutation of cover letter.
8			Layout and formatting was not easy to read or outside of directions.
9			Sloppy presentation/too many attachments.
10			It looked like a form letter and lacked passion.
11			The case was not compelling/poor research .
12			Focus was on what organization needed not what clients/community needed.
13			Match requirements not specific and clear.
14			What was asked for in the proposal could have been gotten as a donation.
15			Scope and impact is not appropriate to the organization.
16			Didn't look at web site for most up to date funding priorities and due dates.
17			If an electronic submittal, you did not do a trial run to make sure it worked.
18			The situation sounded so dire in the needs assessment that the Development Officer/funder got depressed and had no hope of a real solution.
19			The proposal wasn't realistic and made you sound like Super Center that can leap tall buildings etc.
20			The solution doesn't really solve the need.
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